

7th line delete "for" make it read officers
8th line delete ()
9th line -- (two if signer is the Director, his Deputy, the
Executive Director - Comptroller, or any Deputy Director)
10th line -- additional copies necessary for internal distribution
11th line ~~insert the date~~
12th line -- chronological file copy ~~for the file~~

~~2. Copies must be reproduced by copy machine~~

2. Copies that are needed for use within the originating component may be reproduced by a fast copy machine process, but memorandums to be sent outside the originating component usually are required to prepare typewritten ^{copies} or printed reproductions. ^{For working communications} This restriction is being removed by the office heads as the quality of copy machine reproduction improves. Typewritten, signed ^{correspondence is} ~~documents~~ required for legal evidence, permanent records, and official documentation.

E Date

first word of line 4

Change nine to read ten

If the date is included, type it flush with the right margin.

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line 5 delete (S) line 7 change To Example:

The layout style of pages 3 + 4
are not consistent with 1 + 2 5 + 6 or any others.

Preparation of Memorandums

Part I

Page 1

A. General

Memorandums may be used for corresponding within agencies. The memorandum format may be used among Agency components and when approved by the component head it may be used in correspondence with other agencies of the government if informality is appropriate. (The letter format is used for formal correspondence between agencies and with the public.)

B. Stationery

1. Use the CIA LETTERHEAD (there are ^{different} ~~some~~ types for the Director and the Deputies) when addressing correspondence outside the Agency.

2. Use of PLAIN BOND is preferred for most correspondence within the Agency, ~~the watermark~~, ~~single with watermark is for use~~

(EXHIBIT 3)

3. (add) (see HR — for detailed instructions)

4.

(delete rough word)

(add)

(EXHIBIT 4)

5.

Form 1831, SPEED LETTER, a three-part form on a no. carbon

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correspondence within the the Agency (EXHIBIT 5)

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